TRANSPORTER

NEW JERSEY DEPARTMENT OF TRANSPORTATION

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WELCOME -- James R. Schuyler, State Highway Engineer, welcomes participants of the Department's first Value Engineering Seminar. The seminar is believed to be the first of its kine in the N.J. state government.

Value Engineering Seminar Stresses "Brainstorming"

A new approach to problem solving by using group "brainstorming" techniques has been inaugurated in the Transportation Department.

Called a Value Engineering Seminar, the initial class of 25 met recently at the Training Center, were divided into task forces of five people each, then indoctrinated into the subject. James R. Scuyler, State Highway Engineer, gave the opening address.

Each task force, through a series of planned steps, identifies a problem then works on a solution. With each member of the group participating, many different views can be aired and discussed.

Various meetings and sessions are scheduled throughout the seminar's twelve-week length. At these periodic meetings, progress of the groups will be discussed. In early December, a final one-day meeting will be held to discuss task force conclusions and summaries.

The seminar is sponsored by the Bureau of Industrial Engineering and supervised by the Training Section. Richard H. Fierabend, Principal Industrial Engineer is the primary instructor.

Title Academy In Process

A Title Searchers Academy began recently at the Holiday Inn, West Long Branch, N.J.

The 20-day course will cover real estate, map reading, deeds, tax liens and many other subjects required of Right of Way title searchers. In addition to classroom theory work, there will also be practical work in the field.

Another of the many courses established by James V. Hyde , Jr. for his Right of Way Division, is an Advanced Appraisel Course currently being conducted. Three days of meetings will be followed by one month in the field, then a final one day session.

Overtime

A new overtime operating procedure has been submitted for approval to Civil Service by the Transportation Department. The procedure, if approved, will contain several changes to previous regulations and a copy will be sent to all employees.

Former DOTer Wins Medal

Anthony P. Dellano, Jr. has been awarded a Bronze Star for heroism in Vietnam.

Formerly an electrical mechanic in the Newark office, the medal winner left the Transportation Department earlier this year after being drafted. His father, Anthony Sr., is a mechanical stores clerk with the Department also in Newark.

The award letter cited the younger Dellano as preventing the loss of logistical resources by taking immediate action to control a fire caused by an enemy barrage.

"In the face of incoming enemy small arms fire and exploding)oil) drums, Specialist Four Dellano. . .fought and controlled the blaze until reinforcements were able to channel their way through the wall of flames which surrounded the firefighters," the citation explained. "Despite the burns which he had received, (Dellano) continued to work after fresh crews arrived."

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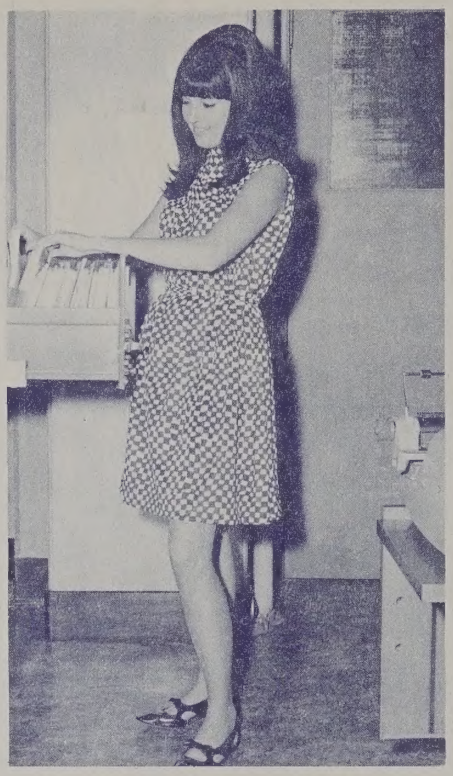
Editor
Kenneth J. Horton

SALARY AND DEDUCTIONS

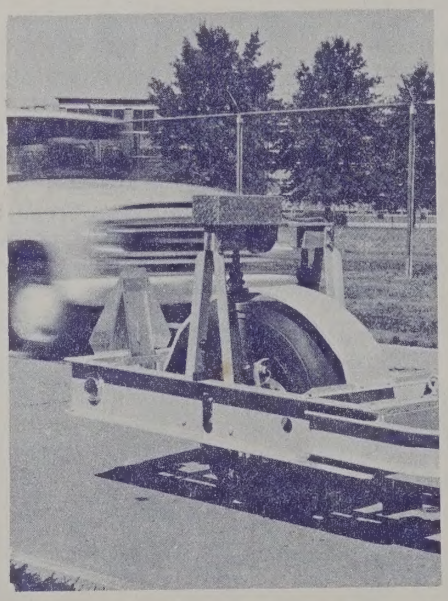
Most salaries in State service are based upon a title classification established by the Civil Service Commission specifying a minimum and a maximum rate. Pending availability of funds, increments are awarded annually at the beginning of the quarter following the increment anniversary date.

Reasons why money may be withheld from your gross pay: miscellaneous deductions, primarily Delaware Valley United Fund (to which employees generously contribute annually); Voluntary Accident and Sickness Insurance, providing cash payments for accident or sickness disability incurred on or off the job. (See brochure for complete information.); Voluntary Health Benefits Plan: Blue Cross and Blue Shield deductions, and Major Medical Premium; Federal Income Tax (withholding tax); Social Security (F.I.C.A.); Bond deductions, toward the purchase of U.S. Savings Bonds (payroll savings plan); pension deduction, determined by an assigned base percentage rate times gross pay; Contributory Life Insurance in the amount of 1 times your annual salary, at a cost of 1% of your annual salary; loan repayments; payments for an period of membership in the Pension system which has not yet been purchased; tax upon New York residents employed by the State; Supplemental Annuities; garnishment of wages, at no more than 10% of gross.

Payroll checks are issued every other Friday for the work period ending on the previous Friday, with 26 pay days during the year. Checks are normally delivered to employees at their place of work, or are mailed to their homes.



FAIR BEAUTY -- Pretty Elaine Frascella, 18, a Legal Division clerk-steno, was an entrant in the Miss New Jersey State Fair contest. While she didn't win or place, we think she shows nicely.



IT'S ROUGH !! -- The Departments new Road Roughness Indicator is shown in renont tests. Combined with electronic instruments and recorders, the machine can measure bumps to one-thousandth of an inch. It will be used initially to test new interstate highways.

CALL COLLECT

Anyone having a question or problem concerning the personnel field can call Mr. DeHaas collect at 609-292-3059. After normal working hours, the recording will answer and the next day either a phone call or letter will answer the request.

VACATION AND LEAVES

Provided below are general explanations of Department policy on permissible leaves of absence. Detailed information will be found in the accompanying booklet entitled: "Your Vacation, Sick Leave, and Leaves of Absence."
normally include New Year's Day, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Armed Forces Day, Thanksgiving Day, and Christmas. When a holiday falls on Sunday, the following Monday is observed as the holiday; when it falls on a Saturday it is not observed.

Every employee, whether permanent or temporary, is granted one day's vacation per month through his first 10 years of service. After 10 years, he receives 15 vacation days, and after 20 years, 20 days.

All employees may obtain leaves of absence for legitimate reasons—such as lengthy illness, illness of immediate member of family, marriage, pregnancy, or education. Leaves of absence usually are not granted for periods of over one year. In all cases they must meet with both Department and Civil Service approval.

Employees are granted one day of sick leave for each month of employment during the first calender year and 15 days sick leave (1¼ days per month) for each calendar year thereafter. After five consecutive days of sick leave, employees are required to furnish a doctor's certificate - although supervisors may, and sometimes do, request them for shorter periods. Sick leave must be earned before it can be used.

DVUF KICKS OFF

DEPARTMENT CHAIRMAN.....PAUL L. DEHAAS

DIVISION CHAIRMEN

ACCOUNTING & AUDITING.....HELEN J. MAUER
ADMINISTRATION.....SAUL ROWITZ
AERONAUTICS.....WENDELL LEACH
CENTRAL SERVICES.....DONALD N. CHIACCHIO
CONSTRUCTION.....RAYMOND L. MAUER
DESIGN.....FRANCIS X. MELVIN
LEGAL.....CATHERINE D. PORCU
LOCAL GOVERNMENT AID.....CAROL SLATER
MAINTENANCE & EQUIPMENT.....GEORGE KELLER
MATERIALS.....WILLIAM GEORGE
PERSONNEL.....JEFFREY BODHOLT
PLANNING.....LINDA SCHIENHOLZ
PUBLIC TRANSPORTATION.....JOYCE W. TURNER
RESEARCH & EVALUATION.....JOHN T. DEMPSTER, JR.
RIGHT OF WAY.....FRANK C. LITTY
TRAFFIC ENGINEERING.....WILMA M. CIMINO

OTHER UNITED FUNDS

FORKS OF THE DELAWARE
TONY CREA

ESSEX COUNTY
MARVIN GROVES

One gift works many wonders

HIGHWAYS Part 2

STATE HIGHWAY ENGINEER

ASSISTANT STATE HIGHWAY ENGINEER

I. O. Doll

Assists the State Highway Engineer in the fields of construction, maintenance, equipment and materials.

DIVISION OF MATERIALS

Joseph C. Reed

Has responsibility for acceptability of all construction and maintenance materials. Sets up a program of quality control and acceptance testing.

BUREAU OF PROJECT INSPECTION

Robert E. Leahey

Bureau of Project Inspection

Functions through four regional state offices for the immediate inspection and testing control of materials during construction. Sets up field labs at project sites where materials testing, inspection and control is performed for resident engineer. Sends periodic samples to central lab in Trenton for testing.

BUREAU OF PLANT INSPECTION

Chester J. Andres

Bureau of Plant Inspection

Has field teams which sample, inspect and test bulk materials, manufactured items such as pipe, blocks, bricks, and re-enforcing steel and large pre-fabricated items such as pre-cast and pre-stressed concrete beams and structural steel. Inspection material sources at quarries and plants manufacturing Portland cement and various aggregates to see that products measure up to departmental standards.

BUREAU OF TESTING

Christopher E. Kucker

Bureau of Testing

Conducts laboratory tests of all construction and maintenance materials and reports its findings to using units. Performs tests for Division of Research and Evaluation.

BUREAU OF CONSTRUCTION PRACTICES

Edward F. Mullowney

Bureau of Construction Practices

Conducts in-depth inspections of construction projects to insure compliance with specifications for workmanship and materials, to see that records are being properly kept and that proper tests and inspections are being made. Assists in developing construction manuals and training programs. Provides expediting service of major construction materials at source of manufacture. Provides guidance on construction problems involving right-of-way, changes of plan, unusual conditions encountered in the field, maintains specifications and construction practices in conformity with technological change.

DIVISION OF CONSTRUCTION

Edgar Y. Corson

Administers all functions of road and bridge construction in the state highway system.

BUREAU OF CONSTRUCTION CONTROL

Robert R. Rice

Bureau of Construction Control

Reviews orders for change of plans for adequacy of reasons and compliance with departmental procedures. Reviews monthly estimates of work performed to provide payment to contractors. Completes monthly construction reports for Division of Construction. Evaluates contractors' claims for additional compensation. Handles processing for final payments to contractors. Reviews and recommends action on contractors' subletting requests. Reviews contractors' prequalifications and performances and recommends ratings.

BUREAU OF CONTRACTS

John A. Kilpatrick

Bureau of Contracts

Classifies prospective bidders as to type and dollar volume of work they can perform. Provides for inclusion in construction and maintenance contracts prevailing federal and state wage rates. Handles distribution and sale of department's Standard Specifications, Construction Plans, and Supplementary Specifications. Advertises for bids for department projects. Assists highway engineer in receipt of bids. Provides for the award, preparation and distribution of contracts. Supervises the department's insurance portfolio.